

Performance Appraisal Instructions

1. Ten common characteristics of performance are included for review. Evaluate each employee on the various characteristics of performance. Consider the employee's performance over the time period being reviewed and complete the performance appraisal form for each of the performance factors. The evaluation form is your guide to an open discussion of performance with each employee.
2. Check the performance rating that best describes the individual's overall performance in each performance category. Include the overall performance rating by totaling the values in each performance category and recording the total score in the box provided:

90 - 100	exceptional
70 - 89	exceeds requirements
50 - 69	satisfactory
30 - 49	needs improvement
0 - 29	unsatisfactory

3. Record any developmental needs and note the action plan addressing the required improvement. Goals for the upcoming performance period should be established based on appraisal ratings for the various performance categories.
4. Sign the form.
5. Meet with the employee at a pre-arranged time to review your evaluation of his/her performance. At this time, any differences that arise regarding your evaluation of the employee and the employee's evaluation of his/her performance should be discussed and resolved. The employee must then be given an opportunity to complete the employee comments section. This must be done during the performance evaluation meeting.
6. After the form has been completely filled out, make sure that you and the employee have signed the completed form.
7. Performance Appraisal forms must be forwarded to the Human Resources office by February 27, 2004.